

Timesheet Coding Guidelines

(Alphabetized by reason for absence)

ALN – Authorized leave no pay	HLB – Accrued Holiday Taken
ESK – Extra Help Sick Leave	JUR – Jury Duty
FIR – Fire Regular	OLV – Other Leave Paid
FJU – Fire Jury Duty	OTT – Accrued Overtime Taken
FNA – Fire Authorized leave no pay	PSL – Personal Sick Leave
FOL – Fire Other Leave Paid	REG – Regular
FPL – Fire Personal Leave	SCK – Sick Leave
FSL – Fire Sick	VAC – VAC
FVL – Fire Vacation	

How do I code my time for the following activities?

Reason for Absence	Code
Authorized unpaid leave (employee has no leave balances)	ALN, FNA
Bereavement for immediate family (up to 5 days/member)	PSL, FPL
Blood donation - at local blood bank	OLV, FOL
Blood donation at County-sponsored mobile blood bank	OLV, FOL
Civil Service hearings/appeals as subject or witness	REG, FIR
County/ Department activities – voluntary attendance (such as Christmas parties, retirement events, etc.)	VAC, HLB, or OTT, FVL
County/Department activities – required attendance (Department meetings, United Way kickoff, etc.)	REG, FIR
County-sponsored flu shots	REG, FIR
Court appearance as a subpoenaed non-party witness	JUR, FJU
Court testimony as a County representative	REG, FIR
Department meetings or Department sponsored events	REG, FIR
Doctor/Dentist/Employee Health Clinic appointments	SCK, FSL, ESK
Employee Assistance Program – medical appointments	SCK, FSL, ESK
Employee Assistance Program - Non-medical appointments (such as EAP lunch & learns)	OLV, FOL
EEO investigative interviews	REG, FIR
Employee of Month award of 8 hours paid time-off	OLV, FOL
Employee University training	REG, FIR
Exams/selection interviews for County jobs	OLV, FOL
Exams/selection travel time for County jobs	OLV, FOL
Funeral attendance (non-family member)	VAC, HLB, or OTT, FVL
Great West appointments	VAC, HLB, or OTT, FVL
Grievance hearing as subject, shop steward, authorized representative	REG, FIR
Jury duty	JUR, FJU
Leave of absence granted by Board of Supervisors	OLV, FOL
HR Sponsored Events: New Employee Welcome, Open Enrollment Informational Sessions, Wellness fairs, etc.	OLV, FOL

Reason for Absence	Code
Negotiations – participation as a union representative	OLV, FOL
Personal business matters	VAC, HLB, or OTT, FVL
Personal illness	SCK, FSL, ESK
Personnel investigation (paid leave pending outcome)	OLV, FOL
Religious Observance	VAC, HLB, OTT, FVL
Retirement Informational Sessions	REG, FIR
Retirement - personal counseling appointment	VAC, HLB, or OTT, FVL
Sabbatical	ALN, FNA
Sick family member (up to 5 days/member/year) – includes medical appointments for family members	PSL, FPL, ESK
Suspension – non-paid	ALN, FNA
Traffic accident/congestion causing tardiness	VAC, HLB, OTT*, FVL
Training - travel time to/from conference/seminar	REG, FIR **
Training and conferences	REG, FIR
Union business (not including negotiations)	VAC, HLB, or OTT, FVL
United Way Campaign meetings	REG, FIR
Voting (when employee does not have sufficient time outside of working hours to vote)	OLV, FOL ***
Workers' Comp related doctor/treatment appointments	OLV, FOL
Worksite unavailable with no alternative site	OLV, FOL

* Subject to supervisory approval – otherwise ALN

** Certain travel to and from training may incur overtime – please check with Human Resources.

*** Per Elections Code Section 14000 - if the employee on the third working day prior to the day of the elections, knows or has reason to believe that time off will be necessary to be able to vote on elections day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with this section.

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